

Child and Adult Care Food Program Attachments to Submit for Renewal

For Independent Centers:

- ☐ Part 1 – Combined Application
- ☐ Certification Statement
- ☐ Any changes that you need to make to the permanent application for the CACFP.
- ☐ Copy of the A-133 audit, (only if agency expended over \$500,000 in federal financial assistance in the previous fiscal year)
- ☐ Free and Reduced Price Meal Application Packet
 - Non-Pricing Programs (see prototype attachments B2, and B3)
 - Pricing Programs (see prototype attachments B1, B3, and C)
- ☐ Any Food Service Contracts as listed in Part 1 (or Part 2 from permanent agreement)

For Sponsoring Organizations of Centers and/or Homes:

- ☐ Part 1 – Combined Application
- ☐ Certification Statement
- ☐ Any changes that you need to make to the permanent application for the CACFP.
- ☐ Annual Budget Form
- ☐ Free and Reduced Price Meal Application Packet (prototype forms attached)

Sponsors of Centers:

- Non-Pricing Programs (see prototype attachments B2, and B3)
- Pricing Programs (see prototype attachments B1, B3, and C)

Sponsors of Homes:

- Application Packet for Tier 1 Providers (see prototype attachments F1-4 and G)
- Application Packet for Tier 2 Providers (see prototype attachments H1-4)
- ☐ Verification of Training from the Previous Program Year
 - Dated agendas for all CACFP topics and signature sheets to show that all staff with CACFP duties were trained in those duties between October 1st of the previous year and September 30th of this year.
- ☐ Any Food Service Contracts as listed in Part 1 (or Part 2 from permanent agreement)

Only For Sponsoring Organizations of Homes:

- ☐ A list of the names, addresses, and case numbers for day care home providers qualifying for Tier 1 rates based on the provider's participation in SNAP.

For All Agencies – You **do not need to send** these attachments as part of the renewal. They are included in the packet for you to complete (and keep in your files) or for you to use as needed:

- **Attachment A – Current Income Eligibility Guidelines** – for your agency to use for approving free and reduced price meal applications.
- **Attachment D – Civil Rights Data Collection Form** – for your agency to **complete** and **maintain** in your agency files to document your compliance with the civil rights data collection requirements.
- **Attachment E – Public Release** – this is your copy of the public release that the State agency submitted to the media outlets in your area.
- **Attachment F – List of Responsible Principals and Individuals** – this is the form to use if your agency needs to report changes to the list of current principals and individuals for your agency.
- **Attachment G – Change of Agreement Form** – this is the form that your agency should use (between now and the next renewal) to report any changes that you wish to make to your application.